

RECORDKEEPING NOTIFICATION

Employers with ten (10) or more employees are required to keep injury and illness information which must be posted in the workplace in a timely manner on the OSHA Form 300A. The exception would be employers that have an exempted Standard Industrial Classification (SIC) code. Employers must review 2012 injury and illness information by the end of January and post the Form 300A in the workplace February 1 through April 30, 2013.

As noted above, establishments in specific low hazard industries are not required to keep injury and illness records, unless specifically asked in writing by the Labor Cabinet to do so. The exempt industries are classified by SIC and posted [here](#). If there is uncertainty concerning a company's official SIC designation, contact Kentucky's Education and Workforce Development Cabinet, Office of Employment and Training at (502) 564-7456. SIC information may also be found [here](#).

OSHA's [recordkeeping requirements](#) webpage is a good source of cost free information for employers and employees.

You may contact Ms. Kristi Redmon, CIH, CSP at (502) 564-3070 if you have any recordkeeping questions.